

**Purpose**

The purpose of this policy is to establish the authority for the development of the Statewide Transportation Improvement Program (STIP), and to outline the procedures involved in this process.

**Policy**

The Transportation Commission is the approving authority for all construction programs and projects. The Department of Transportation will prepare and annually update the program for construction projects to be considered and approved by the Transportation Commission. The program will reflect a five-year list of projects and will follow the development process for the STIP as outlined in the following procedures.

The Transportation Commission will annually approve a five-year program of projects with each year reflecting projects in accordance with funds available for that fiscal year.

The Executive Director and Deputy Director are delegated the authority to:

1. Approve projects up to \$200,000.
2. Approve increases of up to 25% or \$250,000 (whichever is less) for projects previously approved by the Transportation Commission, when a major change in standards or project concepts are not involved.

## **Procedures**

### **STIP Policies and Procedures (Complex)**

**UDOT 07-10.1**

Development of the Statewide Transportation Improvement Program (STIP) Overall

**Responsibility:** Engineer for Statewide Planning

#### **Actions**

1. User groups, which do not usually have input in the Public Involvement Meetings, are given a chance to give input on corridor and route priorities at informal meetings throughout the year. These groups could include federal, state, and local agencies, Indian Nations, Utah Travel Council, busing and trucking interests, railroads, bicycle and pedestrian interests, and other transportation stake holders. The Engineer for Statewide Planning schedules meetings with the user groups, takes notes, and compiles a list of suggestions prior to the public involvement meetings.
2. Comments, ideas, and concerns from the public and local elected officials are gathered at a series of regional public meetings. Meetings are held annually throughout the State, with two or more counties participating in each meeting. Topics discussed include the state transportation system needs, local priorities, Statewide Long Range Transportation Plan, and funding. Groups not traditionally involved in the planning process are specifically notified of the public meetings. These groups include neighborhood and regional groups concerned with transportation, local economic development, heritage preservation, or community involvement. Meetings are held jointly with the MPO in the large urbanized areas. The transit authority participates and the MPO takes the lead. This provides the opportunity to have the metropolitan planning process explained and allow public comment for that process. The Engineer for Statewide Planning and the MPO's schedule the meetings, take minutes, and compile a list of ideas and issues raised.

**Responsibility:** Region Pavement Management Team

3. Information from the Pavement Management System (PMS), Congestion Management System (CMS), Corridor Studies, and other system programs are combined with Region information to aid in the project decision making process and to prepare for the Public Involvement Meetings. The Region requests the information from the Program Development Group, as needed.

4. Information from the Bridge Management System (BMS) and the Safety Management System (SMS) are received by the Region to aid in the project decision making process and to prepare for the Public Involvement Meetings. The Region requests the information from the Structures Division and the Traffic and Safety Division, respectively, as needed.
5. Included in the above information are needs lists for congestion projects, capacity projects, bridge projects, pavement rehabilitation or reconstruction projects, and safety projects. The Region Roadway Management Teams conduct field reviews to confirm and refine the needs lists in preparation for the Public Involvement Meetings, the Region Workshops, and the Commission/Staff Workshop. The lists are stored and distributed electronically in the format of the STIP.

**Responsibility:**      Region Director

6. The preservation strategy is reviewed to insure conformance with the original goals. Information and data from the Management Systems and the Statewide Long Range Transportation Plan (SLRP) are used to select projects for the Region Preservation Project List. As a minimum, the list should include the following:

Concrete Products

Joint Reseals  
Rehabilitation  
Reconstruction

Asphalt Projects

Surface Reseals  
Surface Rejuvenation  
Chip Seals  
Open Graded Seals  
Overlays  
Rehabilitation  
Reconstruction

7. The Commission/Staff Region workshop is held to provide early involvement of the Utah Transportation Commission (UTC) in the development of the draft Region TIP and to review the Region Preservation Program. The Region schedules the workshop, invites participants, including a UTC member, the Engineer for Statewide Planning, and the STIP Coordinator, prepares a draft TIP in the format of the STIP, and prepares a draft Preservation Program.
8. The draft Region TIP is a prioritized list of recommended projects for the “third year” of the new STIP, including projects in each of the following areas: Ports of Entry, Rest Areas, Reconstruction, Traffic Operations, Safety, Congestion, and Capacity. If a full Environmental Impact Statement (EIS) is required, it shall be completed prior to the project advancing into the “third year” of the STIP. A prioritized list, on standard format, of recommended projects for advancement from the Statewide Long Range Transportation Plan to the “fifth year” (Concept Development) of the new STIP is developed and becomes part of the draft TIP.

9. The draft Preservation Program includes a prioritized list of projects in each of the following areas: Asphalt Preservation, Concrete Preservation, and Structures Preservation.
10. Spot improvement projects may also be developed.

**Responsibility:** Program Development Director

11. Input from the Legislative Transportation Committee is obtained.
12. The Commission/Staff workshop includes the full UTC, the four Regions, and members of the Program Development staff. The workshop develops funding strategies and projects for the third, fourth, and fifth year of the draft STIP.
13. Phase 1, Funding Strategies:  
The funding strategies include the following categories: Pavement Preservation, Structures Preservation, Ports of Entry, Rest Areas, Reconstruction, Traffic Operations, Safety, Congestion, and Capacity. The regions and staff present strategies to the UTC for consideration in developing the funding strategies for preservation for the next year and for projects for the third year of the new STIP.
14. Phase 2, Project Selection:  
Projects developed in the Region workshops for the “third year” of the new STIP are arranged in a priority listing by the STIP Coordinator in advance of the workshop. These projects must have an approved Concept Report with an estimate of costs in inflated dollars, and an established environmental process. If a full environmental impact statement (EIS) is required, it shall be completed prior to the project advancing into the “third year” of the STIP.
15. The projects to be advanced from the Statewide Long Range Transportation Plan to the fourth or fifth year (Concept Development) of the draft STIP are selected.

**Responsibility:** STIP Coordinator/Region Engineers

16. The STIP Coordinator reviews the current approved STIP. Major changes in concept and/or project cost are done in compliance with UDOT Procedure 08-1. Project costs will be balanced with the latest revenue projections for the third year of the new STIP. Region Engineers will be advised of projected funding levels as a basis for recommending projects for the program.

**Responsibility:** Region Director/STIP Coordinator/Engineer for Statewide Planning

17. Public and Legislative comments are reviewed and used in developing and modifying the draft Region TIP. The STIP Coordinator will forward to the Engineer for Statewide Planning and the Region Engineers any comments received from legislators or others. The Region Engineers will forward results of their Region local planning and partnering meetings to the Engineer for Statewide Planning and to the STIP Coordinator. The Engineer for Statewide Planning will transmit summaries from public involvement meetings to the Region Engineers and the STIP Coordinator.

**Responsibility:** UDOT Fiscal Analyst and Program Development Officer

18. Funds available projections are prepared for a new “third year” of the STIP.
19. The Program Development Officer provides projections of Federal funds available, as needed. Federal projections are based on the most recent appropriations and obligation authority applicable to Utah. Unless specific information concerning future funding is provided by FHWA or UDOT Management, current Federal funds are assumed to remain constant for the time period covered in the STIP.
20. The UDOT Fiscal Analyst provides projections of State funds available, as needed. Projections of State funds are based on an analysis of state highway user taxes and fees and the programs which are supported by these revenues. Major programs include:
  - A. Transfer of funds to other state agencies (such as the Tax Commission);
  - B. B and C allocations to counties and cities;
  - C. Transfer of funds to Department Operations and Support Groups;
  - D. Allocations of funds for regular maintenance; and
  - E. Funds for contractual maintenance.
21. The balance of funds, available after the major programs are subtracted, determines the level of funds available for State Construction Projects.

**Responsibility:** STIP Coordinator

22. The STIP Coordinator receives project listings from FHWA for projects to be constructed on Indian Reservations, Public Lands, National Parks, and National Forests, which are required to be included in the STIP.

23. The STIP Coordinator coordinates, for Program Development, the transfer of proposed project listings between UDOT and the MPOs for the various project funding categories for which each is responsible. These listings are included in both MPO TIPs and the UDOT STIP. The UDOT STIP contains the MPO TIPs as presented by the MPO without change.
24. Using all previous input, the STIP Coordinator develops a Draft STIP, including recommendations from the Commission/Staff Workshop and draft TIPs developed by the MPOs. The Draft STIP will be in compliance with Federal provisions and regulations.
25. The Public reviews the Draft STIP and makes comments through Public Relations or Program Development to the STIP Coordinator. The STIP Coordinator collects, compiles, and distributes all comments received from the public during the public comment period.
26. Before submitting the final draft STIP to the UTC, the STIP Coordinator will meet with Region Directors and review it with them.
27. The STIP Coordinator provides a compilation of public comments to staff and to the UTC prior to submitting the Final Draft STIP to the UTC for approval. The staff and UTC provide comments so that the STIP Coordinator can make appropriate modifications to the STIP. If the schedule does not permit timely distribution of the public comments, the STIP Coordinator submits the Final Draft STIP with modifications and a copy of the comments to the UTC for approval.
28. Modifications to the STIP requested after August will be handled as STIP amendments after the STIP is approved by the UTC, FHWA, and FRA.
29. The STIP Coordinator prepares the STIP, support documents, project maps, certifications, and resolutions in the required format for FHWA and FTA approval. Submits documents for FHWA and FTA approval.

**Responsibility:** STIP Coordinator and Engineer for Statewide Planning

30. Enhancement projects are selected by the Enhancement Committee. The UTC has determined that bicycle and pedestrian safety projects are first priority, beautification projects are second priority, and all other enhancement projects are third priority. The Engineer for Statewide Planning furnishes electronically to the STIP Coordinator a list of selected projects, by Region, in STIP format.

**Responsibility:** STIP Coordinator and Engineer for Maintenance

31. The STIP Coordinator receives from the Engineer for Maintenance, a draft listing of “Orange Book” Preservation Projects to be advertised by the Maintenance Division in the current year. The final listing is included in the appendix of the STIP for informational purposes and is submitted to the STIP Coordinator in September.

**Responsibility:** Local Governments Projects Engineer (LGPE)

32. Federal-aid local government projects are developed by the Joint Highway Committee (JHC), which consists of 15 members chosen by the Utah Association of Counties and 15 members chosen by the Utah League of Cities and Towns. The JHC furnishes UDOT with a non-urban program TIP, a small urban area program TIP, a bridge replacement program TIP, and a state park access road TIP. The LGPE provides staff support to and liaison with the JHC and furnishes to the STIP Coordinator all four TIPs, sorted by Region, in STIP format in electronic format.

**Responsibility:** Transit Planner

33. The Transit Section, using the State Transit Management Plan, develops strategies and projects that promote public and specialized transit throughout the state. The Transit Planner furnishes electronically to the STIP Coordinator, a list of selected projects, by Region, in the STIP format.

**Responsibility:** STIP Coordinator and Community Relations Manager

34. The STIP Coordinator coordinates with Community Relations to advertise a “Notice to the Public” and to arrange for news releases indicating the opportunity for and UDOT’s desire for public comment on the STIP and its development process. A cutoff date for comments is included. The STIP Coordinator provides copies of the Draft STIP to each Region for public review. The STIP Coordinator provides copies of the Draft STIP to individuals and groups known to have an interest in state and local highway systems, including State Senators and Representatives.

**Responsibility:** UTC

35. The UTC reviews the Final Draft STIP for compliance with previous recommendations, instructions, and available funds. Public comments and modifications are considered. The TIPs are reviewed for conformance with the STIP. Final approval is given to the TIPs, STIP, and accompanying certifications and resolutions. The STIP may be approved even though individual projects are removed from the STIP by the UTC.

**STIP Policies and Procedures (Region)****UDOT 07-10.2****Responsibility:** Region Director**Actions**

1. Identify Candidate Projects--The Region Pavement Management Engineering Team identifies candidate projects in various categories for further evaluation during the year. They look at what came out of the last Transportation Commission Workshop for their region projects in CD, the top 10 list from roadway condition surveys, and etc. The Engineering Team consists of the Region Director, the Region Preconstruction Engineer, the Region Construction Engineer, the Region Materials Engineer, the Region Traffic Engineer, and the Region Pavement Management Engineer (Region Four: Includes the three District Engineers).
2. "Partners in Transportation" Meeting--A series of meetings will be held during August and September each year, with representatives from various governmental agencies in the Region. This includes State Legislators and representatives from Cities, Towns, Counties, other State Agencies, and Federal Agencies. The Region program is reviewed and input obtained on highway needs within the various areas. Opportunities for partnering on potential transportation improvements are also discussed.
3. Implementing the Approved Transportation Improvement Program--The approved program for the Region is then implemented through Region Preconstruction and Construction personnel.

**Responsibility:** Region Engineering Team

4. Region Field Trips--The Region Engineering Team makes field trips during the Spring and Fall to look at highway sections that have been identified as candidate projects for the Region Priority listing. The purposes for the field reviews are to verify data about the projects to evaluate the needs, and to identify alternative solutions. The area Transportation Commissioners participate as their schedules allow. Occasionally, personnel from Program Development and Central Maintenance also participate.
5. Transportation Needs Public Meetings--Public Meetings are held during October and November at various locations in the Region to obtain input from the public and local officials on transportation needs in the area. Area Transportation Commissioners, along with representatives from Program Development and from the Region participate in this process.



6. The Region Engineering Team selects projects for further consideration. The Region Engineering Team reviews all of the data and input received on transportation needs, selects project for further consideration, and prepares materials for discussion at the Region Transportation Commission Workshop.
7. Region Transportation Commission Workshop--A Region Transportation Commission Workshop is held no later than January 31. Information is presented on the status of existing approved programs. Candidate priority projects are presented, along with their deficiencies. A priority matrix considering pavement condition, safety, capacity, and potential partnering support may be used to develop the Region priorities. Personnel from Program Development in Salt Lake, the Transportation Commissioner, and the Region Engineering Team participate in the Workshop.
8. Prepare materials for the Spring Transportation Commission and UDOT Workshop--Appropriate documents are prepared by the Region Engineering Team to be presented to the Transportation Commission for their consideration in developing the Department's Transportation Improvement Programs.